

BOARD OF SELECTMEN
Minutes of June 20, 2016

CALL TO ORDER: Vice Chairman Ross McLeod called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Jennifer Simmons, and Roger Hohenberger were present; as was Town Administrator David Sullivan. Chairman Joel Desilets was excused. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS/LIAISON REPORTS: Mrs. Simmons advised that Historic District/Heritage Commission member Derek Saffie has published a book "Historic Tales of Windham", which is available for purchase on Amazon. Also, on 6/29 at 7:00 PM at the Museum there will be a meeting to discuss Windham's 275th anniversary.

Mrs. Simmons then made several announcements on behalf of Recreation:

- Town day will be the following Saturday from 10A – 3P at Griffin Park
- Annual Fireworks will take place on 6/29 at the High School
- There are currently ice cream treats for sale at Town Beach, proceeds of which will go towards the passive recreation area at Griffin Park. Mrs. Simmons extended thanks to Recreation Committee member Jason Gill for donating a freezer for use towards the fundraiser.

Mrs. Simmons advised that the Economic Development Committee had seen a presentation from the Friends of Moeckel Pond, and had voted to send a letter to DRED in support of the project.

Mrs. Simmons noted that the Searles School and Chapel Trustees are currently working on developing a list of all outstanding projects at the facility.

Mr. McLeod extended congratulations to the Windham Soccer Association's Girls U17, Boys U12, and Girls U11 teams; each of which recently won Division 1 State titles; adding it was a very successful weekend for the teams.

PUBLIC HEARING DONATION: Mr. McLeod read the public hearing notice into the record as follows: "*In accordance with RSA 31:95-e, the Board of Selectmen will hold a public hearing at 7:00 pm on June 20, 2016 at the Community Development Department for the purpose of considering acceptance of a cash donation in the amount of \$13,000 from Dr. and Mrs. Bruce Anderson for use towards completion of a stained glass window at the Searles School and Chapel*".

Mrs. Case approached noting the Andersons have been very generous; previously funding \$2,000 towards this window. She indicated this donation will complete one window in the School Room, and advised that she has applied for a grant for the other, smaller window in the same room. With the latter, this would leave only the large window to be finished.

Mr. Hohenberger moved to accept, with great thanks to Dr. and Gina Anderson, the donation of \$13,000 towards the repair of the Searles window and, further, to waive the bid process to allow the work to be completed by the current vendor.

Mr. McLeod requested that Mr. Hohenberger amend his motion to include that the current contract be amended to add this additional stained glass window in an amount not to exceed \$15,000 to come from funds donated for this purpose. Mr. Hohenberger amended his motion accordingly, with Mrs. Simmons seconding. Passed 4-0.

COMMITTEE INTERVIEWS: Mr. McLeod explained that Mr. Sullivan had advised an error had been made in the previous meeting's appointments, specifically that Ms. Maria Sullivan had been appointed an alternate to the Conservation, however, there was actually no slot open. After brief discussion, Mr. Breton moved and Mr. Hohenberger seconded to reconsider the appointment for the reasons stated. After further, brief discussion motion passed 4-0.

Mr. McLeod then explained that a correction was also needed relative to the Recreation Committee, as Mr. Curto's appointment was, in fact, still active and it was Mr. Chang's which was expiring. Mr. Hohenberger moved and Mr. Breton seconded to reconsider Mr. Curto's re-appointment and to re-appoint Mr. Chang instead for a term of 3 years. Passed unanimously.

The Board then heard from Mr. Peter Serian, who was interested in appointment to the Local Energy Committee, and Mr. Ralph Valentine and Mr. Keyur Patel who were interested in appointment to the WEDC. Mr. McLeod explained that the appointments would be taken up later in the evening by the Board in non-public session.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II b. The topic of discussion was personnel, and the Board and Mr. Sullivan were in attendance.

Mr. McLeod called the public session back to order at 7:24 PM explaining that the Board had discussed a current personnel matter; specifically, that an offer of employment to fill the vacant Planner position had been rejected by the candidate.

WORKSHOP/PLANNING BOARD: Mr. McLeod welcomed Planning Board Chairman Paul Gosselin, Vice-Chairman Kristi St. Laurent, and members Kathleen DiFruscia, Matt Rounds, and Gabe Toubia. Mr. McLeod noted that this joint meeting was arranged primarily for the benefit of the Planning Board, to allow the Selectmen to endeavor to answer specific questions had by the latter.

Mr. Gosselin opened the discussion by noting that the Planning Board was seeking Selectmen guidance and/or direction on several items; the first of which related to wells on Town property. He indicated the possibility of same has been discussed in the past, perhaps to be realized in concert with private development.

Mrs. DiFruscia inquired whether any property owners within the Village Center District (VCD) had approached the Selectmen about such wells, and a discussion ensued in that the last time this was proposed to the Selectmen was in 2008. Community Development Director Laura Scott noted that Mr. McCarthy, a property owner within the VCD, has discussed the possibility with the Planning Board, and is the only one thus far. She indicated that all of the owners/developers in the area are aware that Pennichuck is bringing their service as far as Mammoth Road. Mr. Breton noted that a previous Town Meeting had approved the drilling of test wells behind the Police Station.

Mr. McLeod inquired whether the Selectmen would be interested in pursuing such a possibility further, whether it be through a private contract or other means. Mr. Breton suggested that Mr. Sullivan reach out to the previous developer who had dug the test wells. Brief discussion ensued, and Mr. Sullivan explained anyone who wished to use those wells would have to go back to town meeting for authorization.

Mr. Hohenberger indicated he would prefer such a use come before the selectmen as part of a well-defined plan for the VCD to be serviced by those wells; adding that previously it was to have entailed a single use by one developer. Discussion ensued, and Mr. Carpenter indicated that the intent, at the time, was that it was to be Town water brought to the VCD to encourage development. He noted that much has happened since then, and if the conversation was ever going to be had whether to implement it, it should be now; perhaps via a member of the Planning Board and a Selectman working with developers.

Ms. St. Laurent noted that, if the Selectmen were not open to the possibility, then the Planning Board would not make the suggestion to developers. She indicated that getting water to the properties being developed is a challenge and, if the Selectmen are willing to consider it, then the Planning Board can broach it with developers. Mr. Gosselin added that the Planning Board is seeing applications and early stage proposals within the VCD and will prompt the developers to consider it if the Selectmen are willing to do so.

Mr. Breton noted that, as the wells are Town assets, Pennichuck could be approached regarding the possibility of leasing them and drafting a plan for them to provide service to the VCD; adding that was how they built their distribution service. Discussion ensued, and Mr. Sullivan clarified that Pennichuck had been approached in the past and they had expressed interest in taking complete ownership and rights to the wells, in order to facilitate their taking the water further down their line.

Discussion ensued regarding the potential to generate revenue for the Town through the water versus potential costs to implement same. Mr. Hohenberger indicated he would be in favor of discussing the wells further, but added he believed they would need to be presented to Town meeting again. Mr. McLeod concurred, and a further discussion ensued regarding having a private land owner develop the system and the requirements of a commercial well.

Mr. Ralph Valentine, who indicated that his firm represents Mr. McCarthy, advised that his client would love to have another source of water available; adding that he is going to pre-plan for the eventuality of a water line. Mr. Valentine noted that he would be interested in a discussion regarding the wells, and that he believed it had been brought up approximately a year ago. He then noted the installation costs to construct a large well system, and that the permitting for same takes approximately 18 months. Brief discussion ensued.

Discussion then moved to service roads with Mr. Gosselin noting that, as development occurs in various commercial districts (eg Gateway), connectivity is desired. He noted that service roads reduce the number of curb cuts required and provide ease of access for the residents, however, the issue is finding ways to incentivize such connectivity. He indicated that the Planning Board has discussed perhaps offering waivers or financial incentives to developers.

Mr. McLeod noted that Planning Board member Ruth-Ellen Post had sent an email with specific points in support of this issue, which he read into the record as follows:

- *For starters, we need to more assertively point out how this truly benefits local businesses in terms of much easier auto access on both sides of service roads. Holding access “hostage” to exploitative pricing by an abutter, if that is what sometimes happens, needs to be strongly discouraged if there is some fair and lawful way for us to do so.*
- *As I have emphasized in previous discussions, incentives are very likely key to making this happen. I suppose they could be financial – offering some sort of reasonable, temporary benefit to a cooperative abutter? – but that would not be my first approach. Also, I don’t know where that money would come from.*
- *I would prefer to see the “incentives” include the possibility of reasonable waiver of some site plan requirements – particularly where such waivers encourage cooperation between neighboring parcels towards additional off-highway access for both. For example, selectively looser setback requirements, reduced buffers, reducing some landscaping requirements, reduced parking requirements where shared parking is facilitated, mutually-beneficial signage options not normally allowed, and other benefits I have not even thought of might fairly be considered. With some of the applicant’s costs being reduced in this way, easier negotiations with a non-applicant abutter might be facilitated.*
- *Input from developers could be very helpful in finding even more effective, workable incentives here. They may have valuable insights into this issue.*

Brief discussion ensued regarding the need for draft plans showing interconnectivity in keeping with the Master Plan. Mr. Carpenter then noted the number of traffic lights along Route 111 relative to the Market Square project that is coming up, as well as a number of other plans. He noted that the Planning Board must discuss how to reduce curb cuts on Route 111. Discussion ensued in that the Planning Board has no leverage to request interconnectivity from developers and the legal perspective regarding same.

Mr. Carpenter suggested the Planning Board could work with Selectmen to lay out service roads, which could then be included in the Master Plan; possibly from the Post Office down to Enterprise Drive. Discussion ensued.

Mr. Hohenberger noted that the Route 28 overlay district was set up specifically to include service roads there, so the Planning Board does have the authority to incentivize them through zoning. Ms. Scott approached and noted that the Planning Board is holding a hearing in July to amend the Site Plan Regulations relative to incentives; adding that discussion will also begin shortly on potential 2017 zoning amendments. She indicated that the Planning Board is here regarding layout and financial incentives, which are under Selectmen purview. Lengthy discussion ensued.

Ms. Scott advised the Boards that she would be meeting with property owners in the Gateway and Village Center districts and, perhaps, a plan for service roads could result from same. Further discussion ensued regarding potential incentives (eg developer puts in road, which the Town then accepts).

Mr. Hohenberger indicated he would have to see a plan, and Mrs. Simmons concurred. Mr. Breton noted that the subdivisions are approved with Town roads, which are then accepted by the Selectmen; adding that if a commercial plan included services roads built to Town specifications then the same procedure would happen.

Mr. McLeod noted that he, conceptually, like the idea of an extension to Fellow's Road. Discussion ensued in that this is only conceptual at this point and that no "commercial" road standards exist right now. Mr. Gosselin indicated that the Planning Board simply needed to know whether the Selectmen were willing to consider the possibility.

Mr. Ralph Valentine approached noting that interconnectivity is being discussed in the VCD, as it must be per the Design Review Regulations; going on to cite Section V of same. Lengthy discussion ensued regarding the regulations and that developers have previously refused to comply with same.

Mr. Gosselin summarized that, from a take away stand point, the Planning Board will encourage discussions regarding road layout, will look at their own incentives at the Planning Board level, and that the Selectmen may consider acceptance of the roads under certain circumstances. The Selectmen concurred.

Discussion then moved to a proposal made by the Economic Development Committee to the Planning Board relative to the School/Town owned land on Route 111 between Lowell and Londonbridge roads. Mr. Gosselin noted that the EDC has suggested the land be combined and made into a recreational area in order to generate positive tax revenue for the Town. He noted that the EDC had wanted the Planning Board to lead the discussion, but they are unable to progress if the Town is not willing to sell the land.

Mr. Hohenberger noted that \$5,000 had been budgeted to study the land, and that he hoped it hadn't been spent on the EDC doing so. Mr. Gosselin noted it had not, and inquired whether the Town had spoken to the School District about the land. Discussion ensued, and Mr. Breton pointed out that a rural/recreational development may not be taxable

Mr. Gosselin noted that the Planning Board was asking that the Selectmen work with the EDC on this, and a discussion ensued regarding the \$5,000 funds and that the School District would need to subdivide their parcel; with Mr. Gosselin noting that the Selectmen are in the position to inquire if the District were willing to sell, whereas the Planning Board can only rezone the land.

Mr. Breton raised concerns regarding rezoning the land for the highest and best use, and Mr. Gosselin noted that EDC recommended it be rural recreational. Mr. Breton noted he would like to see the potential tax impacts of same. Discussion ensued regarding lost tax revenues on similar properties, the EDC's recommendation, and the proposed expenditure of the \$5,000 to survey the property.

Mr. McLeod suggested that the EDC proceed with presenting the concept to the Selectmen, Conservation and Recreation. Mr. Hohenberger noted they should also reach out to the School District. Further discussion ensued regarding the budget funds, which the Planning Board has control over given that they are in the CDD budget, and that the previous offer to lease the land should be considered.

Mr. Gosselin then moved the discussion to the Market Square District and the Town land therein, indicating that the Planning Board would like to know whether the Selectmen would consider selling it if the right proposal were to come along. Mr. Hohenberger sought clarification as to where the land was located, and Ms. Scott advised it was in the area of Wall Street/Route 111.

Mr. Breton noted that the State land in the area would be going up for sale shortly, as well. Discussion ensued in that the Town land is not really buildable but may be important to other, neighboring properties, and that it will need to be determined how the Town came into possession of it.

The consensus was that the Board would be open to disposing of the land, but would wait to sell until an appropriate plan comes forward.

Mr. Gosselin noted that the Planning Board has scheduled a discussion on impact fees for July 13th, and that they are reviewing the current structure as well as the possibility of implementing a recreation impact fee. He indicated that the Selectmen are welcome to attend same. Mr. Hohenberger indicated that, over the past year, the Selectmen have been returning unexpended public safety impact fees. He noted that, despite them being re-done as far what they can be expended on, the trend of returning them is continuing; adding that if they are not needed the Planning Board should look at whether having them makes sense. Mr. Hohenberger then noted he needed to understand how impact fees on the fire side of public safety can be used to purchase equipment.

Ms. Scott approached noting she had spoken to Mr. Bruce Mayberry, who had advised the new methodology should be referred to as it pertained to the equipment piece being broken out of the fees. Mr. Hohenberger noted that was subject to interpretation, with Ms. Scott replying that Mr. Mayberry felt it was self-explanatory; however Mr. Mayberry is willing to entertain specific questions sent to him in writing. Brief discussion then ensued regarding the possible development of Recreational Impact fees.

Mr. Gosselin then indicated that the Planning Board would like an update on the Beautification sub-committees' progress. Mr. Sullivan advised that the Town Common sub-committee hopes to be before the Selectmen within the next month with a conceptual plan. He indicated they had initially wanted to incorporate more green in the area of the Town Hall, however, the idea had morphed to include the Town Common area in preparation for the 275th anniversary next year. Mr. Sullivan advised that the sub-committee is working with Steve Keach and Karl Dubay, who had mostly volunteered their services, and that they have an as-built and a conceptual plan. The latter includes relocation of parking/less asphalt around the Town Hall, sidewalks and a crosswalk and, with approval of the Historic District Commission, vinyl siding on portions of the Town buildings. He reiterated that the goal is to incorporate more green into the area, making it more picturesque and inviting. Mrs. DiFruscia, who is also a member of the sub-committee, noted she believed the Selectmen will be very pleased with the plan; encouraging everyone to take a walk around the Town Common area. Discussion ensued in that maintenance, signage and benches are also being explored; with Mr. Sullivan noting the majority of the proposal will go to the CIP for funding.

Ms. St. Laurent then noted that there is a grant program available called "Complete Streets" which looks at incorporating all modes of transportation on Town roadways via things like bike lanes. She indicated that the Planning Board often discusses road widths in the context of same, and that accommodating all modes is difficult as we do not stripe our roads. She noted that Complete Streets offers a program to

temporarily install fog lines, which the Selectmen could test to gauge resident response; perhaps in the Castle Reach or Squire Armor areas for a mile or so stretch of roadway or through working with the Highway Agent to determine a logical area. Discussion ensued in that, in the long term, it would mean painting the roads.

Mr. Breton suggested the pilot be implemented on Londonbridge Road. Discussion ensued regarding road width variations and that the theory behind the Planning Board's interest in the program is to create complete streets for biking, etc. Ms. Scott noted that this is a demonstration project, with the Town setting the time length for the temporary lines. She noted that the grant application is complete, but before it can be submitted the Selectmen have to authorize taping the Town road. After brief discussion, it was the consensus of the Board to support proceeding.

Mr. Sullivan then noted that the CIP's annual letter had been received, with the project level being set at \$50,000. He indicated he had been concerned, however, in that the Planning Board was also seeking information on what submissions might be if the threshold were lowered to \$25,000. Mr. Sullivan reminded all that the Town has adopted a VEIP plan, crafted after the CIP model, which was developed as a budgeting tool to evaluate things such as cruisers and smaller department needs up to, a collective, \$250,000/year. He urged the Planning Board not to reduce the CIP threshold, as there will be no administrative submissions because there is nothing that would be put forward at the level. Mr. Sullivan also thanked Ms. St. Laurent, noting that she had correctly pointed out at the Planning Board's meeting regarding same that the VEIP was in place.

Mr. McLeod, in update to the issue regarding Highclere and the cisterns, clarified that if developers are volunteering to install sprinkler systems, then the Planning Board does not need to have them set aside an area for a cistern.

Ms. St. Laurent returned to the issue of the CIP threshold, clarifying that the Planning Board had only wished to gather information to ascertain whether or not they were missing something. Mr. Gosselin added that, had he been in attendance at the Planning Board meeting, he would have advocated for a threshold of \$75,000. Mr. Rounds explained that he would not have suggested lowering the level if he had understood the Town's operational plan; questioning, however, why the Master Plan had been included in the CIP rather than the operational plan. Discussion ensued regarding the purpose and procedures of the CIP, that the threshold for same is under the purview of the Planning Board not the Selectmen, previous directives to departments regarding submittal levels versus established thresholds, and the operational VEIP plan.

Mr. McLeod extended thanks to the Planning Board attending, and then called for a brief recess.

FINANCIAL RELEASE: Ms. Scott requested that the Board approve a partial release of the financial guarantee for Walker's Woods, in the amount of \$162,540; leaving a balance of \$530,437.98. She advised that the Planning Board, Keach, and the Highway Agent are all in support of same. Mr. McLeod noted for the record that the builder is Maplevale.

Mr. Breton moved and Mr. Hohenberger seconded to approve the partial release as recommended. Passed 4-0.

DONATION ACCEPTANCES: Mr. McLeod noted that the following donations had been received towards the Community Garden program: Crossing Life Church - use of the land for the garden; Boyden's Landscaping - equipment and labor to prepare garden; Herbert Associates - \$50 donation and wooden stakes; Windham Garden Club - tomato plants; Cyr Lumber - watering cans; Elliot Family Medicine - band-aid kits and keys chains/flashlights; Heav'nly Donuts - coffee and pastries; Klemm's Mobil on the Run - fruit and fruit cups; B&H Oil - bottled water and ice; and Dr. Anne Filler - chapstick. Ms. Scott noted the Greater Salem Farmer's Market was also donating a shed to the garden to be placed at the site.

Mr. Breton moved and Mr. Hohenberger seconded to accept the donations with gratitude. Passed 4-0.

Mr. McLeod noted that the following donations had been received for the Adopt-a-Spot program: Herbert Associates - \$50 donation; Cyr Lumber - watering cans; Elliot Family Medicine –band-aid kits and keys chains/flashlights; Heav'nly Donuts - coffee and pastries; Klemm's Mobil on the Run –fruit and fruit cups; B&H Oil - bottled water and ice; and Dr. Anne Filler - chapstick.

Mr. Breton moved and Mr. Hohenberger seconded to accept the donations with gratitude. Passed 4-0.

Ms. Scott extended thanks to the participants in these programs; noting that photographs are on the website. She also reminded all that the following Wednesday from 6:30 to 8P in the Community Development Department there will be a DOT presentation/update relative to the I-93/Route 111 projects. Ms. Scott indicated she believed it will be televised, and she will post any related materials on the website afterwards.

Mr. McLeod noted an anonymous cash donation in the amount of \$230.50 had been received towards the purchase of Police Memorial flags. Mrs. Simmons moved and Mr. Breton seconded to accept with gratitude. Passed 4-0.

ABATEMENTS/WARRANTS: The Board, with Mr. Scott Marsh of MRI, reviewed several property tax/LUCT abatements and timber tax warrants, as follows:

3-B-804 (49 Northland Road - \$914.41): Mr. McLeod raised concerns in that the recommended assessment is under the Town's 96% ratio. Mr. Marsh explained that, upon data correction in the software, new values are generated; adding that the ratio is an overall average of the Town. Discussion ensued regarding the timeline to deny and that, after 7/1, if the Board does not respond it will have been "deemed denied". Mr. Hohenberger moved and Mr. Breton seconded to grant the abatement request as presented. Passed 3-1, with Mr. McLeod opposed.

3-B-837 (30 Jacob Road - \$2,124.22): Adjusted due to listing/square footage errors. Mr. Hohenberger moved and Mrs. Simmons seconded to grant the abatement request as presented. Passed 4-0.

8-B-4603 (9 Goodhue Road): Mr. Hohenberger moved and Mrs. Simmons seconded to deny the abatement request as recommended. Passed 4-0.

19-B-100 (53 Mammoth Road - \$2,154.62): Adjusted due to listing errors; brief discussion regarding same, the Town ratio, and the recommended assessment, with Mr. Hohenberger expressing concerns regarding the value of renovations to the property. He then moved and Mr. Breton seconded to grant the abatement request as presented. Passed 4-0.

20-B-100 (105 Lowell Road - \$553.86): Adjusted due to listing/condition errors. Mrs. Simmons moved and Mr. Breton seconded to grant the abatement request as presented. Passed 4-0.

21-B-33 (8 Porcupine Road - \$258.47): Adjusted due to listing errors. Mr. Hohenberger moved and Mr. Breton seconded to grant the abatement request as presented. Passed 4-0.

22-B-27 (108 S Shore Road - \$301.91): Adjusted due to data errors/comparable data. Mr. Hohenberger moved and Mrs. Simmons seconded to grant the abatement request as presented. Passed 4-0.

24-F-4022 (10 Washington - \$1,370.53): Adjusted due to topography/quality/square footage. Mr. Breton moved and Mrs. Simmons seconded to grant the abatement request as presented. Passed 3-1, with Mr. Hohenberger opposed.

24-F-642 (31 Ryan Farm Road - \$2,145.94): Discussion ensued regarding the rising sale prices in our region, the sale price of this property, and the equalized assessment. Mr. Breton moved and Mrs. Simmons seconded to grant the abatement as presented, with Mr. Hohenberger opposed.

6-C-101 to 16-C-101; and 16-C-113 to 16-C-119 - (Sheffield Road - \$5,500 or less per lot) - Land Use Change Tax: Mr. McLeod noted that Mr. Marsh had been asked to recalculate the tax as if the infrastructure were complete; and Mr. Marsh replied that, with the bond, he had calculated the market value of each lot would be \$105,000 versus the \$55,000 being considered. Discussion ensued.

Mr. Hohenberger then moved deny issuance of the warrant. Mr. Breton seconded for discussion.

Mr. Marsh explained that the Land Use Change Tax is a one-time tax based upon the value of the property as it exists at the time of the change. He reiterated there was no road there and, based upon sales which were also available, \$50,000 to \$51,000 was a fair market value. Mr. Marsh then noted that the Board needs get the warrant issued, as it must be done within 18 months and these parcels came out of Current Use in January of 2015; at which time they were not buildable lots.

Mr. Hohenberger felt that this is the only opportunity the Town has to recoup the money lost while the property was in current use, and further discussion ensued.

Mr. Hohenberger's motion to deny failed 1-3, with Mrs. Simmons, Mr. Breton, Mr. McLeod opposed.

Mr. Breton then moved and Mrs. Simmons seconded to issue the LUCT warrant as presented. Passed 3-1, with Mr. Hohenberger opposed.

Discussion then ensued regarding internal methods of tracking development and the assessment of such things annually as of April 1.

Mr. Breton moved and Mr. Hohenberger seconded to issue the following timber tax warrants: 25-R-8005 (22 Settlers Ridge Road - \$940.08); 21-K-101 (148 Range Road - \$62.65); 11-A-500 (7 Indian Rock Road - \$1,315.07); and 11-A-510 (9 Indian Rock Road - \$406.03). Passed 4-0.

OLD/NEW BUSINESS: Mr. Sullivan advised that the septic system at the Searles School and Chapel is being monitored/pumped as it is near failure and in need of replacement. He reminded the Board that, a few years back, there had been a warrant article unsuccessfully presented to Town meeting in the amount of \$100,000, most of which had been intended to replace the system. Mr. Sullivan advised that those plans have expired and need to be updated, which will cost approximately \$1,000, and that staff will be meeting tomorrow to review same before going to bid shortly thereafter. He noted that, based upon estimates, 80% (approximately \$40,000) of the project can be absorbed by the Property Maintenance Trust, with the balance coming from the Searles Trust. Discussion ensued regarding the location of the systems and the original, proposed location in the rear, as well as that other maintenance projects may need to be put on hold due to this.

Mr. Sullivan further clarified that the project will go to bid once the plans have been approved by State, unless it can be done sooner; adding he will check with Mr. Gendron at Herbert Associates regarding that possibility. Discussion ensued, and it was the consensus of the Board to put the bid out subject to an addendum, if necessary.

Mr. Sullivan advised that two (2) right of way permit requests had been received, and that the Highway Agent had approved both. He noted that one pertained to cable installation on Galway Road, and the other was for utility conduits in a new subdivision off of Wilson Road. Mr. Sullivan indicated that bonds are in place for both.

Mr. Hohenberger moved and Mrs. Simmons seconded to approve the permit requests as presented. Passed 4-0.

Mr. Sullivan advised that, as it pertained to the fire truck financing, the Board had approved a not to exceed amount of \$350,000; however, the final number had been received at \$334,291.18 for a period of three years and two months at 1.5% interest through Norway Bank.

Mr. Hohenberger moved and Mrs. Simmons seconded to approve the lower amount of \$334,291.18. Passed 4-0.

Mr. Sullivan advised that there will be a closing on two additional properties the following day: Fourth Street in the amount of \$75,000 (before commission), and Farmer Road for \$75,250. He indicated that the deeds need to be executed by the Board, adding that the closing on Londonbridge Road for \$150,000 had already taken place. The Board executed the deeds accordingly.

Mr. Breton inquired what the closings entailed as far as costs, and Mr. Sullivan noted it was approximately a couple hundred dollars each.

Mr. McLeod noted that the Board needed to decide what to do about the vacant planner position. Mr. Sullivan replied it should be a public discussion, and he would recommend the Board, himself, and the Community Development staff participate; adding that first and foremost a full Board needed to be present.

Mr. Hohenberger disagreed, noting that the Board had made a decision that they were not going to restructure the Department. He felt that refusal of the candidate to accept the position did not reopen the discussion, and that direction had been given by the Board to maintain the structure as it is.

Mr. Hohenberger then moved and Mr. Breton seconded to re-advertise the vacant Planner position.

Mrs. Simmons noted that she had questions regarding this matter which may be non-public in nature.

Mr. McLeod clarified that both the top and second choice of candidates had declined, and there had been no other qualified applicants. He questioned whether, given that, other alternatives should be explored; adding he felt it was a fair discussion to have. He noted that re-advertising is an option, but so was looking at other alternatives or reconsidering the motion to table.

Mrs. Simmons sought clarification of the recruitment process, and a discussion ensued regarding same. It was then pointed out by Mr. Sullivan that the process could take 8 weeks.

Mr. Hohenberger's motion passed 3-1, with Mr. McLeod opposed.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into non-public session in accordance with RSA 91-A:3 II a, b, c, and d. Roll call vote, all members "yes". The topic of discussion was personnel, reputations, and land negotiations. The Board and Mr. Sullivan were present for all sessions.

Session 1 - Land Acquisition (d). The Board discussed an offer to purchase Town Lot 16-C-5 (30 Gaumont Road) currently being marketed for sale. Mr. Hohenberger motioned to authorize Mr. Sullivan to submit a counter offer and if accepted to sign all documents associated with the sale of this parcel as well as similar documents associated with the other parcels which the Board has previously accepted offers on this year. Mrs. Simmons seconded the motion. Passed unanimously.

Session 2 - Hiring (a). The Board discussed the recommendation of the Town Clerk to hire a candidate to fill the vacant position of part time assistant town clerk. Mr. Hohenberger motioned to hire the recommended candidate. Mr. Breton seconded the motion. Passed unanimously.

Session 3 - Personnel (b). The Board discussed a request from an employee for a short term unpaid leave of absence. Mr. Hohenberger motioned to grant such a leave for up to two weeks. Mr. Breton seconded the motion. Passed unanimously.

Session 4 - Reputations (c). The Board discussed appointments to the Economic Development Committee as well as the Local Energy Committee and made the following motions:

Mr. Hohenberger motioned to appoint Peter Serian as a Regular Member of the Local Energy Committee until June 2019. Mrs. Simmons seconded the motion. Passed unanimously.

Mr. Hohenberger motioned to appoint Lisa Decker and Dom Feroce as Regular Members of the Economic Development Committee until June 2019. Mr. Breton seconded the motion. Passed unanimously.

Mr. Breton motioned to appoint George Fredette and Melissa Magnuson as Regular Members of the Economic Development Committee until June 2019 and June 2018 respectively. Mr. McCloud seconded the motion. Passed unanimously.

Session 5 - Personnel (b). Mr. Sullivan updated the Board on a personnel matter. No decisions were made and Mr. Sullivan will follow-up as needed.

Mr. Breton motioned to adjourn. Mr. Hohenberger seconded. Passed unanimously.

Meeting adjourned at 11:05pm

Respectfully submitted,

Wendi Devlin, Administrative Assistant

David Sullivan, Town Administrator

Note: These minutes are in draft form and have not been submitted to the Board for approval.